

SECTION 01010 — ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 DEFINITION OF TERMS

- A. Application: The definition of terms used in the contract, the drawings, and specifications are as follows and shall apply throughout.
- A.1 Contracting Officer (CO): The Government's agent duly authorized to enter into binding contracts on behalf of the Government.
- A.2 Contracting Officer's Representative (COR): The CO's representative assigned to the contract and authorized to inspect the progress of work and certify completion on behalf of the CO.

1.02 INFORMATION TRANSMITTAL

- A. Submittals: Submit the following information and documents:
 - A.1 Safety Plan: As required in section 01200 "General Safety Provisions," seven copies of the site-specific health and safety program. Written authorization to proceed with construction may be deferred until the Government receives and approves an acceptable safety program, including required site-specific safety/work plans.
 - A.2 Hazardous Material Inventory Sheets: Seven copies of completed hazardous material inventory sheets utilizing the forms attached to section 01210 "Environmental Protection."

1.03 ACCURACY OF DATA

- A. The data in these specifications and on the drawings are as exact as could be secured, but their absolute accuracy cannot be guaranteed. The drawings and specifications are for the assistance and guidance of the Contractor and exact locations, distances, levels, and like items will be governed by the work.
- B. Take these data with the understanding that the drawings and specifications may be supplemented by more detailed specifications and drawings intended to aid construction without changing the scope or cost of the work. Conform to them without additional cost to the Government.

1.04 CONSTRUCTION LIMITS

The limits of work under this subcontract are shown on the drawings. Confine construction operations to the area shown on the contract drawings.

1.05 DATUM

Before starting the work, check all lines, levels, and dimensions shown on the drawings against field conditions. If discrepancies are discovered, report them to the CO at once. In the event of discrepancies, the work shall not proceed until direction from the CO has been received.

1.06 MODIFICATIONS OR CONNECTIONS TO EXISTING UTILITIES

If modifications or connections to the existing utilities (e.g., electric power, water, gas, communications and air) require an interruption of services, give the CO written notice 14 calendar days prior to the desired modification or connection or as defined in the specifications.

1.07 SITE STAFFING AND SUPERVISION

A. Staffing and Supervision: As a minimum, provide staff positions for the following. The construction superintendent shall also act as the quality control manager, and the project manager and safety officer can be corporate resources overseeing the work on a parttime basis.

A.1 Construction Superintendent: As defined in the Contract.

A.2 Quality Control Manager

A.3 Project Manager

A.4 Safety Officer

1.08 SALVABLE AND EXCESS MATERIALS

A. Do not use salvable material dismantled from existing work in new construction unless specifically indicated otherwise in the drawings or specifications.

B. All materials noted to be dismantled, and reinstalled shall be dismantled and stored in such a manner to prevent damage. The Contractor is responsible for the condition of these materials until they are reinstalled and accepted by the Government.

C. All materials noted to be dismantled, salvaged, and to remain the property of the Government shall be stored in such a manner as to prevent damage. The Contractor is responsible for the condition of these materials until accepted by the Government.

D. All other materials dismantled from existing work and released through the Government to the Contractor shall become the Contractor's property. Immediately remove these materials from the site.

1.09 EMERGENCY REPAIRS

The Government reserves the right to make emergency repairs as required to keep equipment in operation without voiding the Contractor's guarantee or relieving the Contractor of its responsibilities.

1.10 GOVERNMENT'S PARTIAL OCCUPANCY OR USE

The Government reserves the right to occupy any completed or partially completed portions of the work provided that the Government and the Contractor have accepted, in writing, the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, utilities, damage to the work, insurance and the period for correction of the work and commencement of warranties required by the contract documents for such portions of the work partially used or occupied by the Government. In the event the Contractor and the Government are unable to agree upon the matters set forth above, the Government may nevertheless use or occupy any completed or partially completed portion of the work, with the responsibility for such matters subject to resolution in accordance with the contract documents. Immediately prior to such partial occupancy or use of the work, or portions thereof, the Government and the Contractor shall jointly inspect the portions of the work to be occupied or to be used to determine and record the condition of the work.

PART 2 PRODUCTS

Not used

PART 3 EXECUTION

Not used

END OF SECTION

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